

# Form W-2 Instructions

US W-2

Wage and Tax Statement

This W2 statement is for the: ☒ Taxpayer ☐ Spouse

☐ Check if this W2 is handwritten, altered, or appears not to be a true W2.

☐ Check if this is the taxpayer's address shown on the W2 or

☐ Check and make changes

This line is used ONLY for a foreign address -

☐ Check if employer was contacted to verify W2 (Bank product only Employer phone: )

☐ Check to take calculations off of lines 3, 4, 5, and 6

☐ Check to take calculations off of line 16, state wages

a Control number: Corrected W2 (W-2C): ☐

b Employer ID: Name code:

1 Wages, tips, etc. 0.

2 Federal tax withheld 0.

c Employer's name  
Employer's care of name. Use % for care of.  
Employer's address  
Employer's Zip code, city, and state

3 Social security wages 0.

4 Social security tax withheld 0.

5 Medicare wages 0.

6 Medicare tax withheld 0.

7 Social security tips 0.

8 Allocated tips 0.

d Employee's social security number: 123-45-6788

e Employee's name and address

9 Advance EIC payment 0.

10 Dependent care benefits 0.

f Employee's address and Zip code

11 Nonqualified plans 0.

12 Code Amount YY -> Year  
for prior year  
USERRA  
contribution

14 Other Type Amount Qualifies for Form 8880  
RR = Railroad; T = Tier RRT1: RRTM:

13 Statutory employee Retirement plan Third party sick pay

15 State	State ID number	16 State wages	17 State tax	18 Local wages	19 Local tax	20 Local name
		0.	0.	0.	0.	
		0.	0.	0.	0.	
		0.	0.	0.	0.	
		0.	0.	0.	0.	

**Tax Tip:** If there is more than one Form W-2, select the **Copy W-2** tab.

Compare this address to Form W-2 address. If same, check second box. If different, check third box and enter address exactly as it appears on Form W-2.

If boxes 3, 4, 5, 6, and/or 16 do not match taxpayer's copy of Form W-2, check fifth and/or sixth box and enter data exactly as it appears on Form W-2.

Review box 2 and box 17 to ensure tax withheld was entered and is correct.

If an ITIN taxpayer, enter invalid SSN shown on original W-2.

Box 9 eliminated for 2011 returns.

If there is an entry in Box 10, Form 2441 must be completed.

Enter codes and amounts in boxes 12 and 14 **exactly** as they appear on the taxpayer provided W-2.

## Form W-2 ALERT!

IRS requires that information on electronically filed Form(s) W-2 match the printed Form(s) W-2 exactly. Verify tax year, taxpayer name/SSN and carryforward employer information.

A taxpayer with multiple Forms W-2 could possibly have a different address on several, if not all, of the Forms W-2.

Check them carefully; the change must be made on every Form W-2 that is different from the current address.

### IMPORTANT!

The most current address entered in MAIN INFO will not be affected and will remain the current address for the taxpayer(s).

**Note:** If employer has a foreign address, press F1 on address line to get TaxWise instructions on how to enter.